

Probationary Period Certification Notices– Employee or Supervisory

Purpose

To provide guidance to supervisors and managers when certifying whether an employee has satisfactorily completed their:

- Initial employee probationary period or
- Supervisory probationary period.

Definition

Probationary period is the first year of service of an employee who is given a career or career-conditional appointment.

Supervisory probationary period is the first year that an employee is serving in a supervisory position.

ARC HR Processing

Step	Action
1	ARC HR Assistant prepares a memorandum to notify the supervisor that an employee or supervisor's probationary period will end. The memorandum includes a certification form.
2	ARC HR Assistant sends the notification to the immediate supervisor 60-70 days before the end of the probationary period. (Notifications are sent to supervisors in a pink envelope marked to be "Opened by Addressee Only".)

Supervisor/Manager

Step	Action
3	Completes the bottom portion of the memorandum and returns it to: Bureau of the Public Debt, ARC Processing Operations Branch 200 Third Street, Avery 2A Parkersburg, WV 26106

ARC HR Processing

Step	Action
4	Receives the memorandum. <ul style="list-style-type: none">• If the supervisor has certified that the employee has satisfactorily completed the probationary period, the form is filed.• If the supervisor indicates that the employee has not satisfactorily completed the probationary period, a copy of the form is forwarded to the agency HR Employee Relations specialist.

Mint HR Employee Relations

Step	Action
5	If the supervisor indicates that the employee has not satisfactorily completed the probationary period, will contact the supervisor to coordinate appropriate action.

**For more
information from
ARC HR Staff**

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